Minutes
NV IT Operations Committee (NITOC)

DATE	March 9, 2006
TIME	1:30 PM
LOCATION	400 West King Street, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair, NITOC, Tech Standards – Co-Chair, Enterprise Architecture	✔	Kathy Ryan, Co-Chair, NITOC & ITPOC	
Roberta Roth, Chair, ITPOC	✔	Andrew Clinger, Co-Chair, Strategic Plan	
Janice Rhode, Chair, IT Workforce	✔	Kathy Comba, Co-Chair, IT Workforce	✔
Dave McTeer, Chair Enterprise Architecture & Co-Chair, Tech Standards	✔		
Teri J. Mark, Chair, NERC		Linda Morrison, Co-Chair NERC	✔
Alan Rogers, Chair, Integration	✔	Vacant, Co-Chair, Integration	
Randy Potts, Chair, Security		Jerry Beauchamp, Co-Chair, Security	

Other attendees

Name	Name
Alisanne Maffei, DoIT, ITSPC Coordinator	Chris Finnegan, DoIT, Security Rep.
Chris Saurage, HCF&P, visitor	

CALL TO ORDER
Terry Savage called the meeting to order at 1:30 pm.

REVIEW OF MINUTES AND AGENDA CHANGES
A MOTION WAS MADE BY DAVE MCTEER AND SECONDED BY ROBERTA ROTH TO ACCEPT THE MINUTES AS PRESENTED. MOTION CARRIED.

DECISIONS[1]

Item No.	Decision
1	Members discussed the impact statement and the revision thereof. It was decided that a subcommittee, consisting of Terry Savage, Maggie Thorne, Alan Rogers and Alisanne Maffei, meet and discuss how to address the cost issues on the form. A meeting will be scheduled as soon as possible.

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[1] *Decision*: Reaching a conclusion… particularly in response to a course of action.

2.	5.02(D) Desktop and Laptop Hardware Acquisitions were discussed. It was agreed to remove all references to Servers and make sure that no reference to wireless cards was in the document by doing a search. **With these amendments, Alan Rogers made a motion, seconded by Dave McTeer to approve. Motion carried**. Terry added that the Tech Standards Committee would be creating a standard just for servers in the near future.
3.	Terry Savage indicated that all PSPs that are brought before NITOC in the future must be sent to the IT Nevada group in order that they can be present at NITOC meetings if they wish to discuss any issues they may have.

COMMITTEE REPORTS

1.	**IT Project Oversight**: Roberta Roth mentioned that the Committee is currently reviewing 14 projects from 11 different agencies. They have received no update on the SOS election project. The welfare system project and Agriculture's project is on schedule and going well, however both agencies are going to IFC for additional funding. Dept of Education will be submitting another TIR for the next phase of their project. Besides overseeing projects, the Committee is also drafting an IT Project Delivery standard that will provide guidelines for creating a framework for project deliverables.
2	**NERC**: No report given
3	**IT Work Force**: Janice Rhode reported that the Computer Network Technician (CNT) and Computer Network Specialist (CNS) positions would go before the Personnel Commission. She also indicated that a questionnaire went out to all IT Managers from the Dept. of Personnel in efforts to create three IT classifications: 1) IT Manager, 2) IT Professional and 3) IT Technician.
4.	**Integration**: Alan Rogers distributed a draft kick-off invitation that will be sent out shortly to all IT Managers and DBAs. Alan will work with Maggie to set up the location (mostly likely at DoIT) and get the invites. A target date of holding the kick-off before the next NITOC meeting is projected.
5	**Strategic Planning:** Alisanne Maffei submitted a written status update to all members.
6	**Enterprise Architecture**: Dave McTeer submitted a written status update to all members.
7.	**Security:** Chris Finnegan reported that the impact statement for PSP 4.08(A) Computer Incident Report is not completed as yet. The Security Committee is working on reviewing current security standards.
8.	**NCSC:** Terry Savage reported changes in the process for submitting grants to the Feds. He noted that the Committee finally approved official by-laws and that it also accepted recommendations from SAFECOM that will be incorporated into the Communications Interoperability Plan.

ACTION ITEMS[2]

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	Sometime Soon	
10.	03/09/06	Impact Statement for email/calendaring standard.	Terry Savage	ASAP	
11.	03/09/06	Impact Statement for Computer Incident reporting.	Randy Potts	ASAP	
12.	03/09/06	Impact Statement for Desktop/Hardware Acquisitions	Terry Savage	ASAP	

OTHER ISSUES
The next regular meeting of NITOC is scheduled for April 13.

ADJOURNMENT
The meeting was adjourned at 3:10 pm.

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[2] *Action Item*: A commitment to complete an action or an assignment.